



ST AGNES'
PRIMARY SCHOOL
HIGHETT

Parent Handbook

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Light in Darkness.

Welcome from the Principal

Dear Parents,

I wish to extend a warm welcome to your family on behalf of the St Agnes' community. As principal I look forward to working with you and your child and hope that your child finds, in our school, a happy, friendly and secure atmosphere and one which will stimulate their desire to learn and discover.

Children of today are facing a society that is constantly changing. The intimate family nature of our school enables us to know each child and give them the individual skills needed for them to face the world of tomorrow.

We believe our role as educators is to work in partnership with parents, acknowledging the learning that has already occurred at home. Children need to observe their parents and teachers sharing common beliefs, attitudes and goals. When they experience this they will feel more secure and purposeful.

Through participation in the St Agnes' Religious Education Program, children will be encouraged in an atmosphere of positivity and support. They will develop a healthy self-concept and respect the values and beliefs of others.

We will promote the spiritual, personal and academic growth of each student. This is achieved through the extensive range of academic, sporting and cultural activities organised by the school.

Our school is a learning community. We strive for excellence, and this has been celebrated with excellent academic results of recent times, recognising that we are working together collaboratively, with shared goals and co-learning for continuous improvement. Teachers model a love for learning.

Being principal at St Agnes' is a privilege, brings me much joy and many opportunities for learning and developing relationships.

If you have any further questions please do not hesitate to contact me to discuss them. The staff and I look forward to welcoming you to the St Agnes' School Community.

Yours sincerely,



Lachlan Foott

Vision and Mission Statement

At St Agnes' School we strive to inspire excellence in our students through an inclusive and challenging learning environment. We aim to be engaged with our community and express our Catholic faith through action.

Our Mission

We are faith-filled

We create an environment where students understand that their Catholic Faith and identity is at the centre of all that we do. Students come to know their faith through understanding of the Gospels, the celebration of our traditions and being in relationship with God through Prayer, Liturgy and Action.

We strive for improvement

We aim to further develop staff who value collaboration and are committed to providing best-practice teaching and learning approaches to ensure that the needs of all students are met, wherever they are on the continuum of learning.

We have a holistic approach

We foster the development of the social, emotional, academic, spiritual and creative growth of every student.

We challenge

We empower students to be resilient, flexible and curious learners who enjoy a challenge, can apply a growth mindset and become proficient problem solvers.

We develop thinkers

We enable our students to become critical thinkers and responsible communicators who can positively contribute to our ever changing, contemporary world.

We care

We provide a nurturing, purposeful and rigorous learning environment where our students feel connected with their teachers and peers, safe to take risks and make mistakes.

We are better together

We value and enrich positive relationships between students, staff, parents, parish and the extended community.

We value community

We create opportunities for all members of our community to lead and actively contribute to the achievement of the school's shared vision.

School Profile

St Agnes' School is a co-educational parish primary school in the Melbourne bayside suburb of Highett. The school was first established in 1951 under the leadership and guidance of the Sisters of Our Lady of the Sacred Heart. Since 1983, the school has been under the educational leadership of lay principals. The school was initially located in a hall on Worthing Road, Highett before the current school site was established on Peterson Street in Highett.

We have a current enrolment of around 130 students, in seven straight classes of varying sizes. Current enrolment projections indicate that student numbers will grow to around 200 students in coming years. We have fantastic educational facilities, with 8 classrooms, Library, Art Room, Specialist Classroom and Multipurpose Hall. In 2009/10, the school embarked on a building program that saw substantial improvements to buildings and the grounds. During 2014 and 2015, some refurbishment was completed in classrooms and the Administration Area. The school is just completed a significant renovation of seven classrooms.

St Agnes' School promotes gospel values and develops knowledge and understanding of Catholic faith, doctrine and tradition. We provide a comprehensive and inclusive curriculum built on essential skills and authentic contemporary learning that is interactive and innovative, allowing students to think critically, work creatively, analyse information and solve problems. We cater for a variety of learning styles, backgrounds, perspectives and interests through a range of extra-curricular programs such as Visual and Performing Arts, Italian, Physical Education, excursions and camps.

The school is located on a hectare of land bound by four neighbouring streets. The enclosed site includes the school, the parish centre, church and tennis courts. The physical dynamics of the parish complex contribute to a real sense of community that exists in our parish and school. The children in Years 3, 4 and 6 celebrate the sacraments of Reconciliation, First Eucharist and Confirmation throughout the year.

Our school comprises a diverse school community. Students come from a range of social and cultural backgrounds and Highett remains an area that is undergoing change with many new families moving into the area and the rebuilding of residential housing. As such, students' individual needs are central to our focus at St Agnes'. Our teachers are extremely supportive of all students and are focused on delivering high quality teaching and learning programs which are driven by assessment. The school has significantly invested in ICT infrastructure recently, with all students in Year 3-6 allocated a Chromebook and 30 iPads spread throughout Prep to Year 2.

The families in our school are extremely supportive and committed to seeing our students and school flourish. There is significant parental involvement in activities such as after school sausage sizzles, special celebrations such as the Mother's Day Mass and Breakfast and even the school Walkathon.

St. Agnes' Primary School, Highett

Enrolment Policy

RATIONALE

As a child who is a member of the Catholic Church through baptism, the parents and the Church have a commitment towards its new members. One of the obligations is to give the child the opportunity to be educated as a Catholic.

POLICY STATEMENT

Any family in the community is entitled to seek enrolment at St Agnes' School.

Preference will be given to:

1. Siblings of children already enrolled in St Agnes'.
2. Catholic children who live within the boundaries of the Parish and active members of the Parish.
3. Active members of the St Agnes' Parish community who live beyond the boundaries of the Parish.
4. Catholic children who live in neighbouring parishes and whose parents have reached agreement with their own Parish Priest.
5. Eastern Orthodox Christians within the Parish boundaries.
6. Children of other religious denominations seeking a Christian education.
7. Entry other than at Preparatory level will be considered on a case by case basis at the discretion of the Parish Priest.

All enrolments are at the discretion of the Principal.

AIM

To establish enrolment procedures that affords each applicant genuine respect and reflects the school's aim to be inclusive and accessible regardless of cultural background, disability or ability to pay the full cost of a Catholic schooling.

IMPLEMENTATION & GUIDELINES

- Parents seeking enrolment must first complete and sign an 'Application for Enrolment' form and submit this to the school principal.
- The principal will interview parents who meet the criteria and who wish to enrol their child. At the point of application for enrolment, parents will be made aware of their obligation to pay school fees.
- The Principal reserves the right to enrol a child whose special needs can be specifically met at St Agnes' School.

ENROLMENT AT ST AGNES' SCHOOL MEANS

- Abiding by the policies of the school.
- A willingness to support and participate in the Sacramental programs and school and parish celebrations.
- A sincere effort to be involved in social and fundraising events.
- A genuine effort to pay school fees except where, in case of hardship, that the Principal is notified and an agreement is met.

ABSENCE FROM SCHOOL

Attendance at school is compulsory for all children over the age of six years. If your child is unable to attend school, you are asked to call or email (absences@sahighett.catholic.edu.au) the school to notify the office of your child's absence. If the school is not notified of your child's absence, a text message will be sent to a parent. When your child returns to school a note of explanation should be sent to your class teacher for inclusion in the attendance roll.

If your child needs to leave the school for any reason, an email informing the teacher from the parent or guardian, must be sent to the school in advance. Medical, dental and optical appointments are to be made out of school hours if at all possible.

ACCIDENT, INJURY OR ILLNESS

In the event of your child becoming ill, or sustaining an injury, all attention considered necessary for the child's physical and emotional welfare will be given by the teacher(s). In the case of serious illness or injury every effort will be made to contact either parent. On very rare occasions neither parent nor the emergency contact person can be located. Should no contact be made after a reasonable time, the principal or deputy principal will decide the next step in response to the illness or injury and may summon an ambulance to transport the child to hospital. In the event of a head knock, the school will contact the parent by a phone call or email.

ASSEMBLIES

The children assemble as a school group to share events of interest, notable achievements, birthdays and prayer times on a weekly basis. These assemblies are held on Wednesday afternoons at 2:40pm in the church/hall. On other special occasions, assemblies or liturgies will be held and notification is through the school newsletter.

ASTHMA MANAGEMENT AND AWARENESS

Students with asthma attending our school need to carry, or have available in the school, appropriate medication including, for example, a bronchodilator metered dose aerosol puffer.

Information on every asthmatic student will be recorded on the Medical Information form and also a separate Asthma Management Plan completed at the beginning of each year.

BEFORE AND AFTER SCHOOL CARE

All school families can access onsite before and after school care. Extend (OSHC) provides this service and you can contact them directly to enrol your child. The care is provided in the school hall and is a terrific service.

BIRTHDAYS

Birthdays are significant milestones in life and, subsequently, student birthdays are acknowledged at a whole school and class level. While it is not necessary to celebrate birthdays at school, we understand that parents often want to celebrate their child's birthday with the class. We do not

object to this but to ensure that all students are treated fairly, parents are asked to observe the “No Nut Policy” of the school.

BICYCLE HELMETS

The wearing of Bicycle Helmets is compulsory for all children riding bikes, scooters or skateboards to school. This policy supports State Government Legislation and our "Health Education Curriculum" which highlights Road Traffic Safety.

BOOK CLUB

The school acts as an agent for Scholastic Book Club which offers paperback books to parents at reasonable prices. Catalogues are distributed approximately once per term and orders can be placed on line directly with Scholastic Book Club. Delivery is approximately 4 to 5 weeks.

BOOK LISTS

Book lists are purchased by the school and distributed on the first day of school to the children. The cost of these resources are included in the levies that parents pay as part of the fee structure. We ask that all families provide headphones (wired) for use with the school iPads during learning time.

BUDDIES

A buddy system exists at St. Agnes’ School whereby any new child into the school receives a buddy to help them with the transition to their new environment. Preps are each allocated a Year Five or Six buddy, while children commencing in other grades are paired with another child from their year level.

At the beginning of the year particularly, the Prep buddies are a vital link for children on the playground. They ensure that each Prep child has another child to play with and that they feel safe and secure on the playground. Throughout the year, the buddy classes often do various activities together.

CAMP PROGRAM

The different Grade Levels from 3-6 head off to each year.

Year 3	Zoo Snooze at Melbourne Zoo (One Night)
Year 4	Year 4 Summit Outdoor Education Camp (Two Nights)
Year 5/6 Alternate years	Arrabri Activity Camp (Gippsland) (Two Nights)
	Year 6 Trip to Canberra (4 nights)

As camp activities contribute to the child's overall development and are an integral part of the school curriculum at this level, attendance is compulsory for all students. Camps involve an additional cost for families over and above the general levy and fees.

OPEROO

All parents will be required to register with Operoo. Operoo is a very effective way to keep medical and safety information up to date at all times. We use Operoo to communicate important school

information and special alerts to parents. Operoo keeps on record information provided by the parents in relation to medical details and emergency contact details. It is the parent's responsibility to keep all information up to date. Parents retain control of the data and can update data at any time. Information and consent for all excursions are given through electronic permission forms. Should the forms not be completed or consent not given, automatically reminders are sent to parents.

CHANGE OF ADDRESS

The school must be notified immediately if there is a change in address or phone number at home or in the workplace of parents. Operoo must also be updated. This is to ensure contact in the case of an emergency.

CLASS PHOTOGRAPHS

Class photographs are taken each year. Pre-paid orders are placed for individual, class group and family photos.

CLASS REPS

At the beginning of each school year, Class Parent Representatives are elected at the AGM of the Parents and Friends Association. It is the role of these parents to coordinate activities – predominantly social – among the parents of that particular class. The Class Reps also coordinate the distribution of parent names and addresses (once permission is given) for their class.

COLLECTION OF CHILDREN FROM SCHOOL

If children are to be collected early for dental, medical appointments etc., the teacher must be advised by a written note or email. When the parent comes to collect the child, he/she must first call at the office and ensure that the children are signed out by office staff on departure.

COMMUNICATION WITH PARENTS

The school uses a program called Operoo to keep children's medical records and family information up to date. Parents must keep this information up to date through the use of the app. Permission for excursions and camps is also given through this program. The school can also contact the whole school parent community through either a text message or email should the need arise.

COMMUNICATION WITH TEACHERS

There are times when parents will need to pass on a message or have a concern about their child. We believe the best means of communication is by email. Teachers check their emails regularly during school hours and will endeavour to respond within 24 hours. Teachers are under no obligation to respond after school hours.

COURT ORDERS

In the event where a current court orders applies to a family situation, the custodial parent is obliged to present the school with a copy of the court order to ensure that the school is aware of any custody arrangements. Where there are no court orders in place and parents are separated, the school needs to be notified of current mutual access arrangements.

CURRICULUM

The provision of the school's curriculum is arranged so that each class has a two-hour literacy block and a one-hour numeracy block each day. The other learning domains such as Science, History, Geography, Technology and Health are taught using an Inquiry Approach, where a focus is selected from one of these areas each term.

By using an Inquiry Approach, we are able to provide learning experiences for our children that are not only engaging but also allow for the development of skills such as: problem solving, creative thinking, critical thinking, the generation of new ideas, the ability to analyse and evaluate information and to plan for the future. All the skills that will be required by your child in the future, for life in the 21st century.

Whilst it is recognized that a specific time allocation for each learning domain is important, time allocations will vary according to the focus of the unit of work and the relevant level.

The policy applied to the curriculum incorporates:

- Acknowledgement of the balance between academic, emotional, social, spiritual and the physical wellbeing of the children
- A classroom and school environment, which supports, acknowledges and provides opportunities for children to take risks with their learning
- Children are recognized as individuals who develop and learn at their own rate and in different ways
- Immersion in a curriculum which allows them to experience a variety of teaching and learning approaches
- Use of children's prior knowledge and experiences as a basis for planning and facilitating new learning, in keeping with the concept of inquiry
- Participation in making decisions and choices about learning tasks, empowering children to develop a sense of ownership
- Meaningful evaluation, including the keeping of useful, continuous individual records
- Purposeful reporting to and communication with parents, individually and generally
- Establishment of positive values and attitudes

LEARNING DOMAINS

- Religious Education
- English

- Mathematics
- Humanities (History, Geography, Economics)
- Science
- The Arts (Performing and Visual Arts)
- Health and Physical Education
- Design, Creativity and Technology
- Thinking Processes
- Communication
- Personal Development
- Language Other Than English (L.O.T.E) – Italian

The Curriculum Policy Folder and other School Policies are available on request, they contain more comprehensive information than has been outlined in this booklet.

The School Curriculum at St. Agnes' reflects contemporary learning but strong emphasis is placed upon the traditional areas of English, Mathematics and Personal & Social Capabilities.

We view proficiency and skills in these areas as the key to the other areas of curriculum and as the very basic necessities that children need to develop their personal talents and interests.

We provide every opportunity to help the children gain in personal confidence, self-esteem and respect for their peers. In our classrooms and school we aim to create learning situations where children recognise talent and ability, irrespective of age or grade level.

Extra-Curricular Programs

PHYSICAL EDUCATION

Physical Education and Sport have a high priority at St. Agnes'. The school emphasizes the importance of Physical Education in the total education of the child. Each week the children participate in a Physical Education lesson and a Sport session. The Physical Education lesson deals primarily with the development of gross motor skills and hand eye coordination. During the Sport sessions the children participate in team games at a school level.

INTER-SCHOOL SPORT

St. Agnes' is a member of the Peninsula Catholic Sports Association and the Victorian Primary Schools Sports Association. The school participates in swimming and athletic carnivals, weekly interschool sport, as well as cross country. Being affiliated with the Victorian Primary Schools Sports Association means that children can represent their state in national competitions.

SWIMMING

Children in the school undertake the swimming program during the year. Prep-Year 4 participate in their program in Term Four at Toby Haenen Swim Centre and the Year 5-6 children participate in a Beach program.

ART

Children are taught art in a specialist program where different skills are taught. Their work is displayed throughout the school and we also celebrate their achievements in the St Agnes' Art Show, held every two years.

PERFORMING ARTS

The performing arts of music, drama and dance are taught within a specialist teacher program. We have a whole school stage production every two years to showcase the prowess of our students in the performing arts.

LIBRARY

The aim of our library program is to not only to promote a love of literature amongst our children but to also equip them with the necessary skills in utilising the many valuable resources found within the library. Each class will visit the library weekly with their classroom teacher to borrow books.

INFORMATION TECHNOLOGY

Information Technology is an important part of the curriculum with ICT integrated through all areas of the curriculum. The school supplies each child in Years 3-6 with their own Chromebook and the school has a class set of iPads for the children in years Prep-2.

LANGUAGES

From Prep to Grade 6 the children participate in Italian lessons weekly. The focus initially is immersion into the culture and customs of the Italian people with further emphasis on language acquisition as they move through to Year 6.

SCHOOL PRODUCTION

Every second year the school holds a whole school performing arts production. This takes place over two nights during late term three. Tickets can be purchased by parents and extended family for this event. This will showcase the performing arts with the senior children taking on the roles of the main cast.

SCHOOL ART SHOW

In the alternate year from the school production the school holds an art show showcasing the visual arts in the school. This event not only highlights the children's art work but community artists and gives the opportunity for families to buy their child's artwork.

SCHOOL CHOIR

Children in Year 2-6 may become members of the school choir. These sessions take place once a week and the choir represents the school at different events throughout the year.

ADDITIONAL EXTRA CURRICULAR ACTIVITIES

The following clubs are run once a week during lunchtime and are open to children from all grade levels:

Library

Coding Club

Environment Club

The school also offers a music programme which is run by an external company during and after school hours.

DEMOCRATIC PRINCIPLES: The school supports and promotes the principles and practice of Australian democracy, including the commitment to:

- Elected Government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance

EMERGENCY INFORMATION

Information needed in the case of emergency is kept in the School Office. This information needs to be updated constantly on Operoo. Therefore, it is important that any alteration of contact persons, phone numbers or addresses be brought to the attention of the school immediately.

EXCURSIONS

Excursions take place at each year level of the school. They are seen to be an integral part of the school curriculum and are always preceded or followed up by class work relating to the excursion. It is expected therefore that unless a serious reason prohibits it, all children will normally take part in these activities. Information relating to excursions and permission requests are sent via Operoo. Failure to complete the consent forms via Operoo will result in your child not attending the excursion.

FAMILY SPORTS DAY

An annual Athletics Sports Carnival is held annually. The Sports Day/Athletics Carnival gives the students an opportunity to participate in tabloid sports, athletics and other individual and team events. These events are also a festive and fun filled family event.

SCHOOL FEES

These are issued over four cycles and it is expected that they will be paid by the due date. If you experience difficulty with the payment of fees, please contact the Principal to make arrangements. MACS Concessional Fee Policy is enacted at St Agnes'.

2022 School Fees

School Fees	Per Family	\$2165
Fees for capital purposes	Per Family	\$610
Curriculum Levy	Per Child	\$626
ICT Levy	Per Child	\$110
Swimming Program	Per Child	\$138
Camp Costs		
• Term Four	Year 3/4 – Zoo Snooze - Per Child	\$295
• Term Three	Year 5/6 Arribri Camp- Per Child	\$440
Public Speaking	Year 5/6 – Per Child	\$88
Interschool sports	Year 5/6 – Per Child	\$75
Graduation	Year 6 – Per Child	\$126

GRIEVANCE PROCEDURES

At St Agnes', partnerships between students, teachers and parents are important to educational success. An atmosphere of trust and openness is essential. We need to be able to talk to each other when we have concerns, so that a solution can be worked out. While we accept our responsibility to consult, and to communicate both clearly and effectively with the community, community members also have an obligation to read notices and newsletters, to attend Parent Nights, and to seek clarification when required. St Agnes' want to work in partnership with all stakeholders. If a person has a current complaint, criticism or concern, they are expected to follow the guidelines outlined in our grievance policy located on our school website.

HAIRSTYLES

School is not a fashion show and individual styles, if allowed, through peer pressure, place demands on other families to provide similar experiences for their children. Hairstyles, in keeping with the concept of uniform, should tend towards being natural and conservative and should therefore conform to the following standards:-

- Hair is to be clean, off the face and appropriately groomed.
- For hygiene reasons, below collar length hair is to be tied back.
- No dyed hair
- Boys' hair needs to be above the length of the collar
- Decorative and brightly coloured hair clips and ornaments are not acceptable.
- Scrunchies and ribbons used to tie back long hair must be in keeping with the school uniform colours.

HEAD LICE

Yes, we have them here too! Please contact the office if you find head lice on your child. Treatment needs to be started as soon as possible.

Please note that head lice is listed as a communicable disease for which exclusion from school is required until treated. You will be contacted and be asked to come and collect your child from school if it is noted that she/he has head lice. Unfortunately, you can expect to have it as a family more than once in your child's primary school years!

Your pharmacist will be able to help you regarding the most suitable treatment for head lice. The important thing to remember is that treatment needs to be repeated in order to be effective.

HOMEWORK

At St Agnes', we believe that homework plays an important part in students' development. To see the full benefit, there should be active involvement from teachers, students and parents and increasing levels of independence through the primary years. Daily reading is a core component of homework and should be completed from Prep to Year 6, as this is a foundational skill that enhances all other learning areas. Formal homework should start at Year 3, with a broad focus on reinforcing fundamental skills in English and Mathematics. Students in Prep to Year 2 are expected to read each night with an adult and at times and complete other tasks related to their reading. This should be seen as a worthwhile and enjoyable experience.

INTERVIEW ARRANGEMENTS

Parent-teacher interviews are arranged for week three of Term One and at the end of Term Two in conjunction with the mid-year school report. This provides an opportunity for parents to discuss the progress of their children and any concerns that either teacher or parent may have. Teachers are also available at other times to discuss your child's educational growth. However, parents are asked to ring the school and make an appointment. This ensures that the teacher is available and that the discussion is profitable for all concerned. The Principal is also available to parents to discuss the progress of children in the school. Again it is necessary to make an appointment by contacting the school office.

JEWELLERY/COSMETICS

- Earrings must be only one pair of plain studs or sleepers.
- Only necklaces with a religious symbol are allowed to be worn (these need to be removed for contact sports). No other varieties are permitted.
- Rings and arm or ankle bracelets are not allowed. (exceptions may be considered on cultural/medical grounds)
- No coloured nail polish or other cosmetics is allowed to be worn.
- No make-up is to be worn by students while at school.

LIBRARY

The school library is the centre of the school's available resources, contributing directly to the child's learning experiences. The library is fully computerised and houses a variety of resource materials- picture story books, fiction and non-fiction books, an information file, pictures and

various audiovisual aids and equipment. All children are encouraged and expected to borrow books from the library regularly throughout the school year. Children are able to borrow two books from the library at a time. These books can be kept for two weeks, or changed at weekly class library sessions. Parents are asked to encourage the borrowing of books by taking an interest in what the children borrow.

To help protect books from being damaged in transit, it is expected that each child will have a St Agnes' Library bag. If library books are lost or damaged through carelessness it is expected that the replacement cost will be met by the child/family concerned.

The replacement costs are as follows:

- o \$10.00 per paperback (fiction)
- o \$15.00 per paperback (non-fiction)
- o \$25.00 per hardback – some hardback books cost \$40.00

Each class visits the library on a weekly basis for borrowing. The library is also open at certain lunch times for borrowing.

Voluntary help from parents to assist with typing, covering and processing books is always very welcome. If you have some spare time and would like to help, please do not hesitate to approach our Librarian to offer your assistance.

LOST PROPERTY

All lost property is held in the school foyer of the school and is sorted through regularly to return named items to children. At the end of each term lost property is sorted and any unnamed items are passed on to the second hand uniform shop. Please ensure that all items and bags are labelled.

LUNCHES

You are asked to give your child lunch in a lunch box if possible. It would be helpful if children bring their drinks in bottles. It is important that each child has an amount of lunch that can be eaten comfortably in the time allowed. We ask that parents provide their child with a piece of fruit daily and that particular attention be given to providing a nutritious lunch. Given the scheduled lunch break is later in the day, it is advisable to provide a substantial 'snack' to be eaten at the morning recess break. Lunch should be as healthy as possible.

LUNCH ORDERS

Families are able to order lunch orders for their children on a Friday. Orders must be placed by 3.30pm on a Thursday for the following day and this can be done online. To order, please visit salutecatering.com.au.

MANDATORY REPORTING OF CHILD ABUSE

Teachers have the responsibility of contacting Child Protection Services if they believe a student at school is harmed as a result of child abuse or is at risk of harm. Child Protection Services is part of the Department of Health and Community Services and is responsible for investigating reports of child abuse.

From July 1994, all primary and secondary teachers and school principals in Victoria came under a legal obligation to tell Child Protection Services of their concerns if they believe a student is at risk of harm through physical injury which results from abuse or neglect or sexual abuse. When a teacher makes a report to Child Protection Services, it is the responsibility of the child protective worker to decide whether those concerns should be followed up with a visit to the student and family.

MARKING OF POSSESSIONS

All children's possessions including clothing, shoes, lunch boxes, drink bottles, smocks, library bags, books and pencils must be clearly marked with the child's full name.

MASS TIMES

Parish Mass Times are as follows:

St Agnes' Highett

Saturday 6pm – Vigil Mass

Our Lady of the Assumption, Cheltenham Sunday 9am and 11am

There are several Masses throughout the year where the school is particularly involved and we ask that, where possible, children attend these.

MEDICATION

The school acknowledges that certain students may require prescribed medication during the school day. The school also realises that the administration of such medication by the parent, legal guardian of the child, or by appropriate medical authorities is not always possible at the prescribed time during the school day. In this regard, the school will administer prescribed medication under the following conditions:

1. Medication is to be taken to the School Office together with a letter from the child's parent or guardian authorising the administration of the medication and giving clear instructions as to the dose and time to be taken. The medication prescribed for the student must come in the original container and must be labelled. There will be no changes in the dosage or the time the medication is administered without the written permission from the doctor or parent or guardian.
2. Medicines, tablets etc. will be stored either in the Administration Office or the Staff refrigerator. Students are not permitted to be responsible for their own medication nor are medicines to be kept in classrooms or student's bags. In some particular circumstances, additional Ventolin may be kept in students' school bags.
3. Medication will be administered by the school office staff. If she is not present when the medication is required, it may be administered by any other member of staff provided that person is clear about whom the medicine is prescribed for and the dosage to be given.
4. Where instructions regarding administration of medicine are not clear no medication is to be issued. The school does not accept responsibility for non-issue of medication. The onus is on the student to approach the office for the required medication at the appropriate time.

5. Where possible, medication at school should be avoided. It is suggested that the parent or guardian discuss possible alternatives to medication at school with your doctor.

ASTHMA MEDICATION:

Information on every asthmatic student must be recorded on the Medical Information form on Operoo and also a separate action plan hardcopy must be completed at the beginning of each year and given to the school office. This must be updated by the child's doctor every 12 months. Any changes to the plan must be updated on the management plan hardcopy held at the school and on Operoo. Medications delivered by a ventilator/nebulizer will be administered by trained staff members.

EPIPENS:

Students with anaphylaxis attending our school need to have available in the school sick bay appropriate medication such as epipens and anti-histamine medication. When parents provide anti histamines, it is preferred that a small 20 ml Zyrtec bottle or small tablets are provided. Information on every anaphylaxis student must be recorded on the Medical Information form on Operoo and also a separate action plan hardcopy must be completed at the beginning of each year and given to the school office. This must be updated by the child's doctor every 12 months. Any changes to the plan must be updated on the management plan hardcopy held at the school and on Operoo. Trained staff members will administer an epipen or give antihistamine if required in an emergency.

NON-PRESCRIPTION MEDICATION:

The School will not assume the responsibility for assisting in the administration of non-prescription medications unless pre-authorized by a physician or a written parental order is on file in the school office. Analgesics will not be administered to any student by any member of staff without written consent from the student's physician.

MESSAGES FOR TEACHERS

Everything sent along to school for the class teacher or office should be in an envelope or bag clearly marked with the teacher's name and the child's name. If money is sent, the envelope should also include the amount and purpose.

MOBILE PHONES FOR STUDENTS

Some students do bring mobile phones to school and it is an expectation that if this is the case that they are turned off and kept at the school office. Students drop them at the office at the beginning of the day and collect them on dismissal. Parents wishing to contact their child can do this by contacting the school office.

MUSIC LESSONS (instrumental lessons):

Children may learn an instrument at school. The school engages a contractor to provide these lessons. Children may have their lessons in either individual, group or shared lessons. Parents pay this contractor directly for these lessons and a number of instruments are available to be taught. If you would like further details regarding this, please contact the school office.

NEWSLETTER

A school newsletter is compiled and sent home electronically on Wednesday each fortnight. This newsletter is a major communication link between school and home and contains information of coming events and other matters we wish to bring to your attention. Please read the newsletter carefully and keep it for referral.

PARENTS AND FRIENDS ASSOCIATION

Every school needs to have an active parent body. The Parents and Friends Association is one of the main formal avenues for parental involvement and participation in the life of the school. It strives to promote the welfare of the school community and stimulate interest in the school. The two primary purposes of this group are to hold social gatherings for families to get to know each other and functions which raise funds for the school to purchase equipment above and beyond the scope of the normal school budget. Parents are welcome to become involved on the committee. The Annual General Meeting is held in mid November. At this meeting all positions are declared vacant and a new committee and class representatives are elected. The meeting of the Parents and Friends Association is held during the school term in the staffroom. Dates of these meetings are outlined in the school newsletter.

PARENTAL INVOLVEMENT

We believe that parents make an important contribution to the life of the school and, consequently, there are many avenues and opportunities available for parent involvement. One of the most valuable avenues of assistance to the school is provided by classroom helpers who support the literacy program. A training course is provided to increase parents' understanding of literacy acquisition, assist in the development of their questioning skills and assist them in providing support for small groups of students in the literacy program. Whatever your strength and area of expertise, the school is only too happy to have your assistance.

PARISH PARTNERSHIP

The relationship between Parish and School is one of mutual respect and partnership. For further information regarding Parish activities and groups, please contact the Parish directly on 95836161 or visit the website: sahighett.org.au

PASTORAL CARE

The whole school community is responsible for providing pastoral care at St Agnes'. We endeavour to be attentive to the special needs of families, students and staff.

Staff implement a comprehensive and inclusive curriculum and provide particular pastoral programs to meet specific needs. For example:

- o Staff support network
- o Enrolment procedures
- o Student involvement and leadership.
- o Orientation of new students and staff
- o Discipline policy
- o Referral networks
- o Assessment and reporting
- o Parent communication & involvement
- o Parental education programs
- o Parish and community involvement
- o Co-curricular activities
- o Legal responsibilities of teachers regarding pastoral care

PHOTOGRAPHY AND MEDIA POLICY:

St Agnes' School encourages the safe and acceptable use of photography and social media by staff and parents at all school events. It is recognised that most parents wish to photograph their child during school events, however it must be recognised that the safety of the children is paramount to all that we do at St Agnes'.

Parents are not permitted to photograph children at any swimming events. Parents may only photograph their own child at all other school events. The school respects the right of those parents who do not wish to have photos of children taken or shared. The school has a process annually, whereby at the beginning of the school year an eform is sent via Operoo requesting parents to indicate how your child's image may be used in various school, media and other publications.

PLAYGROUND SUPERVISION

A teacher is on duty in the playground from 8:30am each morning. Children ARE NOT to be dropped off at school prior to this time. Supervision at the end of the school day is for fifteen minutes after the bell.

Children are not to play on the playground equipment after school due to safety issues. As teachers have meetings straight after school, prompt pick-up of children is required. It also saves unnecessary anxiety.

REGULAR ROUTINE

Regular routines are essential in terms of assisting your child to settle easily into school life. Establish a routine bedtime, reading a story, sleep time pattern, and then school will be much more manageable. Similarly, we do all we can to establish routines at school – unpack bag/lunch orders/reader cover etc.

Children will often be quite tired at the beginning of the school year and it is not unusual for younger ones to be falling asleep at the dinner table. 7:00pm is not an unusual bedtime for Preps during the first few weeks of school.

REPORTING CHILDREN'S PROGRESS TO PARENTS

The school year commences with parent/teacher exchange early in the term. Reporting student progress to parents involves a compulsory parent-teacher interview held in June together with mid year and end of year written reports.

Less formal reports are also given on a regular basis or as the need arises. Parents are encouraged to make an appointment with the classroom teacher should there be any concern regarding your child's progress.

RELIGIOUS EDUCATION

Religious Education forms the central part of our school curriculum. The program using the Melbourne Guidelines for Religious Education "To Know, To Love, To Worship" which provides a sequential program from Prep to Year 6. Religious Education is more than the lessons taught each day. We aim to provide a safe and secure place where all children are accepted and respected for who they are. We endeavour to show through our interactions with each other what it means to live a Christian life. We believe that children's lived experiences of these Gospel values provide a basis on which to build a solid platform for all policies within the school.

SACRAMENTAL POLICY

1. The Sacramental Program will be taught within the school in conjunction with the Parish and home.
2. The preparation for each sacrament is not merely confined to an intensive program, but rather, is integrated with the normal Religious Education Program of the school so as to spread the content of the program, to allow more flexibility and for each topic to be treated more thoroughly.
3. For each sacrament, information is sent home to families describing the timeline of events and commitments.
4. Children are eligible to enrol for the sacraments as follows:

Year 3	Reconciliation
Year 4	First Eucharist
Year 6	Confirmation
6. A 'Parent Information Night' is held for each sacrament. The purpose of these meetings is to inform the parents of the Parish Sacramental Program, provide some adult faith input and to actively encourage parents to be educators in faith.
7. A Reflection Day is held in the weeks prior to the celebration of First Eucharist and Confirmation.
8. The School and the Parish work closely together to provide the Sacramental program. Parish children attending schools other than St Agnes' can be involved in the Catechist classes.

SCHOOL ADVISORY COUNCIL

The School Advisory Council (SAC) provides a forum for discussion and acts as an advisory body on all matters concerning education in the parish school. It brings together, in a spirit of co-operation, the principal, teachers, parent representatives and other groups involved with education in the parish school. The Council comprises:- Parish Priest, Principal, Staff Representative (ex-officio); 6 elected parent representatives; 1 elected parent representative from the Parents' Association; and a representative from the Parish. Meetings of the SAC are held twice during each school term with the AGM held annually in November.

SCHOOL BEAUTIFICATION

While there are no longer formal working bees, St Agnes' is proud of its grounds and the involvement that the children have in keeping them looking attractive. On occasions, parental help is warranted and encouraged for special projects.

SCHOOL COMMENCEMENT TIME

It is very important that parents see that their children arrive at school no later than 8.40am so that they can unpack and get organised in order for school to start promptly at 8.50am. Children who arrive late for school not only miss important lessons but, also, disturb the classroom routine. Where records show that children are regularly late, parents will be notified to discuss the problem in order to rectify the situation. It is also important that parents not send children to school any earlier than 8.30am as the playground is not supervised at this time.

SCHOOL HOURS

8:30am	Playground supervision commences (Children allowed on school grounds) Doors to the school are opened. Students unpack bags etc.
8:50am	Classes Commence 2 hour learning block
10:50 am	Recess snack is eaten in classrooms supervised by teachers
10:55 am	Students dismissed for morning recess
11:35am	2 hour learning block
1:35pm	Lunch is eaten in classrooms supervised by teachers
1:45pm	Students dismissed for lunch recess
2:25pm	1 hour learning block
3:25 pm	School dismissed
3:40pm	Playground supervision ends

SCHOOL SECURITY & SAFETY PROCEDURES

All visitors to the school during school hours are required to report to the office to sign in and collect a security lanyard. All parent helpers are required to have a current Working with Children Check.

SEASONS

Seasons is a support program for children who have experienced loss through death, divorce or separation. The course is offered through the newsletter and families that indicate an interest to be involved approach the co-ordinator. Time is set aside each week, for a 10 to 12 week period, in which the children meet in a group with their Seasons support teacher.

SICKNESS

In the past, children showing obvious signs of illness have been sent to school. It would be appreciated if parents would keep at home any child who is unwell. A sick child is unhappy at school and therefore cannot be expected to learn. If a child becomes sick during the day you will be requested to collect them.

STAFF MEETINGS

Staff meetings are held on Tuesdays and Wednesdays of each week from 3:40 to 5:00pm. Parents are reminded that teachers will not be available for meetings after school on these days.

SPORT DAYS

On days when children have their scheduled sport lessons, they wear their sport uniform to school (including runners). In October of each year, the school holds an Athletics Carnival. This day is a chance to display the sporting skills of the children as well as provide a great social opportunity for families.

SUNSMART REQUIREMENTS

The wearing of an approved school sunhat at St Agnes' School is compulsory for all students during Terms One and Four as part of the school's Sun Smart Policy. During these two terms children will be required to wear their hat at school at all times when they are outdoors. Children who are not wearing a hat will not be permitted to play in the sun, they will be expected to sit in a shaded area. As this policy is a concerted effort designed to increase children's awareness of the danger of skin cancer and to reduce the possibility of them contracting sunburn, we expect that parents will support it fully. It is also recommended that, on hot days, children apply sunscreen before they get to school and drink plenty of water. Sunscreen is available in each classroom for application at the beginning of each recess break.

SWIMMING PROGRAM

Swimming tuition is provided as part of the school curriculum for all children in Years Prep to 6 and is compulsory. Swimming lessons from Prep to Year 4 are conducted by qualified instructors at the Toby Haenen Swim Centre in Sandringham, with children receiving ten lessons over a two week period. Grades 5-6 participate in a Beach program with Life Saving Victoria. The cost of swimming tuition is built into the school levies. The program consists of a sequence of swimming, water safety, survival and rescue experiences providing students with the knowledge and skills required for safe involvement in aquatic activities.

TEACHER PROFESSIONAL DEVELOPMENT

It is necessary for the ongoing professional growth of teachers that provision be made for them to constantly update their teaching ideas and methods. Since Primary School teachers are engaged in teaching or planning for the total time spent at school each day, much planning, in-service and personal study is done out of school hours.

To complement this, it has been decided to make certain days of each year available to teachers to work on curriculum at school level. On these days the teachers attend school but the children do not. Notice of school closure days is given to parents well in advance in the school newsletter.

TENNIS LESSONS

Private tennis lessons are available before and after school at St Agnes'. Michael Whiter is the instructor and can be contacted on: 0409860545.

TOYS

We ask that toys, particularly expensive ones, are not brought to school. No responsibility is taken for broken and lost articles.

TRANSFER OF PUPILS

Any child transferring from St. Agnes' to another Primary School is required to take with them a note of transfer from the Principal. Parents are asked to give reasonable notice, preferably at least a week in advance. Transfer forms can be collected from the school on the day of leaving. The school will not refund fees for the current term if a child leaves during a term. It is expected that a parent will give the school a term's notice that a child will not be returning to the school.

WORKING WITH CHILDREN CHECK

Parents wishing to help in the classroom or any activity where the children are involved will need to have obtained their Working with Children Check. This form must be uploaded onto your child's Operoo profile.

UNIFORM

St Agnes' has a set uniform and students are expected to wear this at all times. If there is a reason as to why the uniform is not complete, then a note needs to be sent to school. On days that a class has Physical Education or sport, children wear their sport uniform to school (complete with runners). Uniforms may be purchased directly at Noone – 1/345 Hampton Street, Hampton 90703910

The compulsory uniform is as follows:

School bag with logo

<u>BOYS SUMMER:</u> Navy School jumper with school logo Navy school shorts Blue shirt - short sleeved with school logo Black school shoes Navy school socks Hat with school logo	<u>GIRLS SUMMER:</u> Navy School jumper with school logo Navy and white check school dress Black school shoes Navy socks Hat with school logo
<u>BOYS WINTER:</u> Long navy school trousers or navy shorts with long navy socks Blue shirt - long sleeved Navy School jumper with school logo Black school shoes Navy socks	<u>GIRLS WINTER:</u> Navy tunic with large blue and maroon check Blue shirt – long sleeved Navy School jumper with school logo Black school shoes Navy tights or navy long socks
<u>BOYS SPORTS:</u> Blue sports shorts Polo shirt with logo (long or short sleeves) Navy tracksuit pant Navy School bomber jacket with school logo Runners & White socks	<u>GIRLS SPORTS:</u> Navy sports skort or shorts Polo shirt with logo (long or short sleeves) Navy Tracksuit pant Navy School bomber jacket with school logo Runners and white socks

Students can also wear the Maroon soft shell jacket over the top of the above school uniform.

WET DAYS AND DAYS OF EXTREME HEAT

On days of extreme heat the school curriculum is adapted so that pupils are engaged in school activities appropriate to the weather. Pupils will not be dismissed early and parents are urged to consider their child's level of absenteeism and individual learning needs in making a decision to collect them before the end of the school day.

On days of extreme heat, children will remain indoors in an air-conditioned environment,

On wet days during recess times, children will remain indoors and engage themselves with quiet activities of their choosing.